



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

APR 15 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Air University Board of Visitors*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Air University Board of Visitors* (attached). The Board will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Board's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.

A handwritten signature in black ink, which appears to read "James D. Freeman II", is positioned above the printed name.

James D. Freeman II
Deputy Advisory Committee Management
Officer for the Department of Defense

Attachments
Proposed Charter

CHARTER
AIR UNIVERSITY BOARD OF VISITORS

1. Committee's Official Designation: The Committee shall be known as the Air University Board of Visitors (hereafter referred to as "the Board").
2. Authority: The Secretary of Defense, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix) and 41 CFR § 102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall provide independent advice and recommendations on educational and doctrinal and research policies and activities of Air University, as set out in (4) below.
4. Description of Duties: The Board shall:
 - a. Review and evaluate the progress of the educational programs and the support activities of the university;
 - b. Review and evaluate the published statement of purpose, institutional policies, and financial resources of the university; and
 - c. Review and evaluate the educational effectiveness, quality of student learning, administrative and educational support services, and teaching, research and public service of the university.

The Secretary of the Air Force may act upon the Board's advice and recommendations.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of the Air Force, through the Commander, Air University.
6. Support: The Department of Defense, through the Department of the Air Force, shall provide support as deemed necessary for the Board's performance, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).
7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support, is approximately \$165,000.00. The estimated annual DoD personnel costs are 1.0 full-time equivalents (FTE).
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer is required to be in attendance at all committee and subcommittee

meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Chairperson and Commander, Air University. The estimated number of Board meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. Membership and Designation: The Board shall be comprised of not more than thirty-five members appointed by the Secretary of Defense who are eminent authorities in the field of air power, defense, management, leadership and academia. All Board member appointments shall be on an annual basis.

The Board's Chairperson shall be elected by a vote of the membership and approved by the Commander, Air University.

Board members appointed by the Secretary of Defense, who are not full-time or permanent part time federal officers or employees, shall be appointed under the authority of 5 U.S.C. § 3109, and serve as special government employees. In addition, all Board members, with the exception of travel and per diem for official travel, shall serve without compensation.

13. Subcommittees: With DoD approval, the Board is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976, and other governing Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board; nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board members.

Subcommittee members, who are not Board members, shall be appointed in the same manner as the Board members.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and governing DoD policies and

procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: